

DANA'S DANCE ACADEMY

On behalf of The Academy, the staff and assistants we want to take this opportunity to extend a warm and sincere "Welcome" to each of you. We are pleased that you have selected Dana's Dance Academy for your dance education, and pledge ourselves to justify the confidence you place in us. If you have been with us before you are familiar with our policies. If not, ask at the front desk for a policy packet. Our staff members are Ashley Chinn, Karen Cooper, Kathryn Cooper Mash, Dana Davis-Bailey, Brianna Johnson, Mary Kralicke, Cassie Hagan and Jodi West. Our receptionist is Stephanie Dickinson (she also teaches on Saturday.)

REMINDERS

1. Label everything; shoes, bags, clothes, etc...
2. Students, please wait inside for your ride.
3. All items left in the lost and found are donated every few months. Please check it regularly.
4. Please wear a cover up over your dance clothes when you are not in class.
5. ALL INT./ADV. BALLET STUDENTS PLEASE PUT YOUR HAIR IN A BUN FOR CLASS.
6. All tuition is non-refundable and payable in advance, due on the FIRST of each calendar month. Please bring your tuition payment in during the last week prior to the next month, or mail it in before the first. A late fee of \$10.00 is assessed after the 10th of the month and \$15.00 after the 15th. This will start in September. If you have not paid by the end of the month you will be asked to pay the previous months balance, the late fee and the next month's tuition before the student may continue lessons. No statements are sent unless an account is delinquent. There is a \$35.00 NSF charge for all returned checks.
7. PLEASE PLACE THE STUDENTS FIRST AND LAST NAME IN THE MEMO LINE ON THE CHECK.
8. To avoid confusion please pay at the front desk. Please do not give checks to the teaching staff. If there is no one at the front desk, please place the checks or cash in the lock box located on the wall next to the window if the front office. Envelopes are provided for your cash transactions. Please put the student's name on the envelope.
9. You may begin paying costume payment installments at this time. Please designate the partial payment on your check in the memo line. There can be no late costume orders. Costume payments are due in full by November 5th.
10. DDA office hours are Monday, Tuesday and Thursday from 4:15-7:30pm and Saturday from 9:00-11:30am.
11. Discipline is enforced in the classroom. If the child is a repeat offender, the student will sit in "time out." If we deem it necessary we will notify you for a conference.
12. There is limited time between classes. If you need to speak with a teacher please ask the receptionist to schedule a conference time and we will be happy to meet with you.
13. Please remind the students to use the bathroom BEFORE class.
14. Please no big jewelry or costumes in class.
15. Gymnastics students: Please wear convertible tights and leotard to class and hair in a pony tail or pig tails. Please no cheerleading shorts as they are inappropriate for class.
16. Newsletters will be given to the students every few months. The letter will also be available in each academy and the office. Please read them for current academy information.
17. If you are interested in carpooling please see Ms. Brianna (now Mrs. Brianna. Congratulations!)
18. Holy Family performance at 1pm September 25th. Come join us.
19. We wish the groups competing at DanceMakers Inc. Good Luck!
20. Mark your calendars for our 4th Annual "Winter Performance." Date is December 18th. Approximate time: 1:30-3:30pm. We are looking forward to hosting our showcase at the Las Colinas Country Club since we have outgrown DDA for this performance. Cost per adult \$12.00, cost per child \$10.00, cost per family of four or more \$55.00. Cost includes refreshments and valet parking. Attire for this event is holiday wear, Sunday best or business casual with a collared shirt. RSVP and purchase your tickets by October 15th.
21. Tentative date for our 27th Annual Spring Performance Sat. June 23rd.
22. November 4-6th some of our staff and clients are participating in the Susan G. Komen 3Day Walk for the Cure in honor of Bettye Davis (Dana's Mom), Clare Davis (Dana's Sister-in-law) and all women and families affected by breast cancer. If you would like information please see the front desk.
23. DDA IS CLOSED: Nov. 4-6th for 3Day walk and Thanksgiving week, Nov. 21st -27th. As we embark on our 27th year we would like to reflect on our mission. "To train dancers with discipline, focus, and a passion for the arts." We want to assist our dancers on the path they choose and prepare them well- be it dance, performance, choreography, teaching, or a different path entirely. Thank you, DDA